
COMPLIANCE ANALYST

 Classified Unclassified New Revised**DEFINITION**

Under the general supervision of the Senior Compliance Manager, the Compliance Analyst is responsible for participating in monitoring, governance, oversight, and regulatory reporting activities supporting the Compliance Division of the Office of Management and Budget. This position requires a confidential relationship to the policymaker.

DUTIES (NOT ALL INCLUSIVE)

Reviews supplied data and extract relevant information to compile reports.

Evaluates internal controls and performs data analytics.

Provides assistance with special projects as needed.

Coordinates interviews and meetings, participates as needed, and conducts any necessary follow-up to correct or confirm information.

Collaborates with internal units to ensure adequate due diligence process is carried out. As it relates to the compliance processes.

Creates and maintains spreadsheets and databases to facilitate project objectives.

Conducts research, reconciles financial activity, reviews documents, and writes reports as assigned.

Assists in the creation and maintenance of departmental policies and standard operating procedures, suggests changes and upgrades regarding procedures when appropriate, and maintains contact with supervisor to coordinate procedures.

Performs other related duties as required.

FACTOR 1- KNOWLEDGE REQUIRED BY THE POSITION

Knowledge of analysis techniques used in spreadsheets, accounting, and database software programs.

Knowledge of report compilation using clear and concise English language.

Ability to effectively use the Microsoft Office Suite (Word, Excel, PowerPoint, Access, Visio, and Outlook) with high proficiency in MS Word, Excel, and PowerPoint.

Ability to participate in the planning and administration of a compliance project.

Ability to evaluate procedures to recommend improvements where necessary.

Ability to prepare comprehensive narratives of agency processes and functions.

Ability to communicate effectively through verbal and written presentation including reporting.

Ability to establish and maintain effective working relationships with persons contacted during work.

FACTOR 2- SUPERVISORY CONTROLS

The incumbent works under the general supervision of the Senior Compliance Manger. He/she exhibits limited independent judgement but displays high initiative in performing duties. Specific instructions are provided when special assignments arise. Completed assignments are reviewed for presentation, clarity, and accuracy. Supervision and guidance are received through conference and review of work for compliance with department rules and regulations.

FACTOR 3- GUIDELINES

Guidelines include rules, regulations, procedures, and manuals that are specific to the condition of audits. The incumbent must exercise judgement to determine the applicable guidelines and procedures to follow.

FACTOR 4- COMPLEXITY

Work requires comparing conditions observed or readily available data with requirements specified by regulations or established procedures or generally accepted data and accounting practices. Work processes, conditions or control systems development or created from undefined or less complex samplings.

FACTOR 5- SCOPE AND EFFECT

The purpose of work is to assist the Senior Compliance Manager and Compliance Auditor with assessing risk and monitoring the design and effectiveness of compliance efforts with a high degree of accuracy. The incumbent performs analysis of data to meet the compliance team's needs. This employee is privy to highly sensitive information.

FACTOR 6- PERSONAL CONTACTS

Personal contacts include co-workers, top management officials in the government and key officials in federal and quasi-governmental agencies, contractors and grantee organizations, professional organizations and the public.

FACTOR 7- PURPOSE OF CONTACTS

Contacts are made to carry out the daily office functions, and to provide input and information regarding budgetary personnel matters to outside organizations.

FACTOR 8- PHYSICAL DEMANDS

Work is sedentary, but requires some walking during field visits, lifting of ten (10) pounds, and hand dexterity when performing arithmetical calculations.

FACTOR 9 - WORK ENVIRONMENT

Work is performed in an office setting with some fieldwork to conduct site visits.

MINIMUM QUALIFICATIONS


Bachelor's Degree in business administration, accounting, or related field and three (3) years of relevant work experience

OR

High School Diploma or its equivalent and seven (7) years of relevant work experience.

Date: March 11, 2021

Approved by:


Dayna Clendinen
Director, Division of Personnel